

## **ADDITIONAL QUALIFICATIONS**

### **Knowledge of:**

Operations and standard operating procedures of a Police Department; applicable federal, state and local laws, codes and regulations; principles of crime prevention and suppression; modern law enforcement methods and procedures, including patrol, crime prevention, traffic control and investigation; technical aspects of law enforcement activities including juvenile programs, record keeping, automated records systems, search and seizure, code violations and care and custody of persons and property; care, maintenance and operation of a variety of law enforcement equipment; methods and techniques of report preparation and writing; basic principles of law enforcement information systems, including a computer and applicable software; occupational hazards and standard safety practices.

### **Ability to:**

Gather, analyze and evaluate facts and evidence and reach sound conclusions; act quickly and calmly in emergency situations; function with a significant degree of independence; learn and apply applicable laws, codes and regulations; meet standards for physical endurance, agility, health and vision; work flexible hours, including weekends and split shifts; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

### **Skill to:**

Operate an office computer and a variety of word processing and software applications; safely and effectively operate a variety of law enforcement equipment, firearms and a police vehicle in emergency situations.

## **Compensation**

A Reserve Police Officer is a volunteer non-salary position. Reserve Police Officer compensation consists of the following:

- \$25.00 per month uniform allowance
- \$100.00 per weekend when on-call for prisoner transports
- \$100.00 per court appearance
- Uniforms and all equipment
- Paid Reserve Module Training

## **SELECTION PROCESS**

Applications will be screened and those applicants possessing the MOST DESIRABLE qualifications will be notified to participate in the examination process. The examination process may include a written test, hands-on computer test, oral interview, pre-employment physical examination, and/or background investigation. Travel costs are at the applicant's expense. All applicants will be notified by mail or telephone whether or not they are invited to participate further in the selection process. Candidates placed in this position will be fingerprinted.

Qualified applicants will be considered without regard to race, color, ancestry, religion, national origin, sex, gender, age, disability, medical condition (as defined by State law), marital status or political affiliation. If special accommodations are necessary at any stage of the examination process, notify this department in advance and every attempt will be made to consider your request. The information contained herein does not constitute either an expressed or implied contract and these provisions are subject to change.

## **IMMIGRATION REFORM / CONTROL ACT**

To comply with the Immigration Reform and Control Act, effective November 1986, all potential employees will be required to provide proof of U.S. citizenship or authorization to work in the United States.

## **APPLICATION PROCESS**

Required City application may be obtained by visiting the website [www.brentwoodca.gov](http://www.brentwoodca.gov); calling 925-516-5191 or in-person at Brentwood City Hall 150 City Park Way, Brentwood, CA 94513 from 8:00 a.m. to 5:00 p.m. **Applications must be returned to Human Resources. Accepting applications until filled. Faxes and Emails will NOT be accepted.**

**The City of Brentwood is an**

**EQUAL OPPORTUNITY EMPLOYER**



***Invites applications for:***

***Volunteer  
Level II Reserve  
Police Officer  
(10 vacancies)***

**Accepting Applications Until Filled**

Brentwood City Hall  
150 City Park Way  
Brentwood, CA 94513  
(925) 516-5191

## **THE CITY**

Brentwood is a pleasant, progressive and growing city of approximately 54,000 residents in Eastern Contra Costa County. A significant number of citizens are Spanish speaking. Brentwood is located in a smog-free valley close to the Delta waterways. The community is served by an excellent school system with new campuses planned in the near future. Los Medanos Community College is located a short distance away. Housing opportunities are varied and affordable.

## **THE DEPARTMENT**

The Brentwood Police Department is authorized sixty-two (62) sworn positions. Seven (7) Community Service Officers are also employed to handle parking enforcement, abandoned vehicles and other assigned duties. Sworn positions operate on the 4-10 plan except for specialized assignments who are assigned a "core work week" as determined by the Chief of Police. Two Police Dispatch Supervisors were also brought on board in January 2016 and one Information Systems Technician (GIS) in February 2016 to prepare for and assist in opening the new Police Dispatch Center, which is expected to open in 2017.

## **DEFINITION**

Under general supervision, a Reserve Police Officer performs tasks and duties related to the protection of public health, safety and welfare, and the enforcement of applicable federal, state and local laws; provides traffic enforcement and control; carries out special assignments in a particular phase of police work; performs other related duties as required under the supervision of a sworn police officer.

## **DISTINGUISHING CHARACTERISTICS**

The **Reserve Police Officer** is the entry level class responsible for performance of the full scope of assigned law enforcement duties and responsibilities under the general supervision of a sworn police officer. This classification is a volunteer position.

## **SUPERVISION RECEIVED**

Receives immediate supervision from a Police officer or higher ranking position depending upon assignment. May provide direction to volunteers as required.

## **ESSENTIAL FUNCTIONS** - (May include but not limited to the following):

Working with a Sworn Police Officer, provides assistance with the following:

- Patrols assigned areas by car, bicycle or on foot; performs crime suppression and prevention activities; assists sworn officers answering special calls; assists in initial and follow-up investigations; interviews victims, complainants and witnesses; answers complaints including domestic disturbances, health code and local ordinance violations; performs surveillance activities; conducts chemical, drug and alcohol testing; investigates suspicious circumstances.
- Enforces traffic laws; controls and directs traffic when necessary; performs crowd control, operates hand held and stationary radar devices; assists in crime prevention activities and the control of juvenile delinquency; assists during the serving of search warrants and subpoenas; administers CPR and first aid in cases of emergency; transports, books and is responsible for the care and custody of detained persons.
- Assists in collecting, preserving, maintaining and processing evidence; takes written statements; prepares required reports; testifies in court in connection with prosecution of offenders; contacts and cooperates with other law enforcement agencies as warranted.
- Conducts property and building checks for burglary and other criminal activity; provides information as appropriate and resolves complaints.
- Establishes positive working relationships with representatives of community organizations,

state/local agencies and associations, City management and staff, and the public.

## **WORKING CONDITIONS**

Position requires prolonged sitting, standing, walking, running, jumping, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires both near and far vision and acute hearing. Additionally, incumbents may work outdoors in all weather conditions including wet, hot and cold. The position entails working in hazardous situations, and may involve abusive persons, potential physical violence and the potential risk of exposure to bloodborne pathogens in the performance of law enforcement duties. The nature of the work also requires the incumbent to drive motorized vehicles, operate a variety of law enforcement equipment, work in heavy vehicle traffic conditions and often work with constant interruptions.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

## **MINIMUM QUALIFICATIONS**

- Possess required training to be a Level II Reserve Officer or be willing to attend the training to become a Level II Reserve Officer at time of appointment.
- Be a United States citizen
- Be at least 21 years of age at time of appointment
- Possess a valid California Driver License at time of appointment
- Possess a high school diploma or G.E.D. equivalent
- Be of proportionate height and weight
- Have vision correctable to 20/20 either by glasses or contact lenses (20/70

uncorrected) and be free from color blindness

- Have normal hearing acuity

## **POLICE DEPARTMENT MISSION STATEMENT:**

***“To protect and enhance the quality of life in our community through uncompromised dedication, professionalism, integrity, and innovative police services.”***